

**REGULATION
DEPARTMENT**
(Luzon)

**SUGAR TRANSACTION
DIVISION (STD)**

**LICENSING & MONITORING
DIVISION (LMD)**

**SUGAR REGULATION &
ENFORCEMENT DIVISION
(SRED)**

Functional Statement:

Enforces/implements SRA policies, rules and regulations pertaining to production, importation and exportation, withdrawals and disposition of sugar and sugar by-products in Luzon and Mindanao.

SUGAR TRANSACTION DIVISION (STD)

- ▶ Evaluates and allocates sugar requirements of processors/exporters under the Customs Bonded Warehouse (CBW).
- ▶ Issues clearances to sugar (and by-products e.g. molasses) importation for domestic market and sugar-based products for export to the world market
- ▶ Issues clearances/authority to ensure the timely and proper disposition of sugar for the domestic, U.S. and world markets.
- ▶ Manages/controls the printing and distribution of sugar quedans/permit forms.
- ▶ Issues clearances to sugar products (premix sugars).

LICENSING & MONITORING DIVISION (LMD)

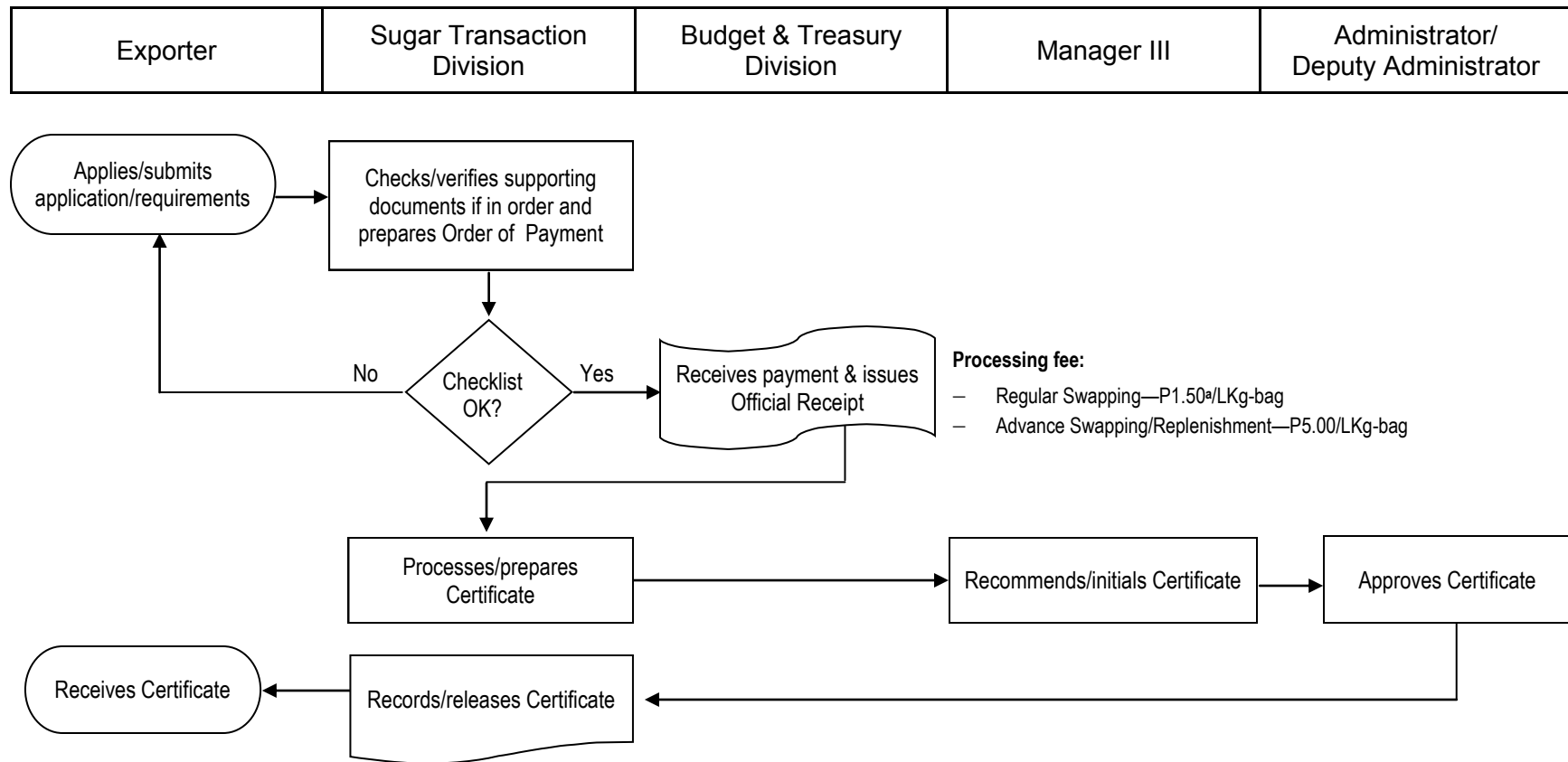
- ▶ Issues licenses to sugar mills/refineries and traders (sugar/molasses/muscovado) situated in Manila and nearby provinces.
- ▶ Provides timely and accurate information on sugar production, withdrawals, stock balances and prices.
- ▶ Serves as industry community expert at the BOC to monitor sugar (and by-products, e.g. molasses) and sugar products (premix sugars) importation.
- ▶ Monitors warehouses of processors/exporters under the Customs Bonded Warehouses (CBW) in Manila and nearby provinces.

SUGAR REGULATORY ENFORCEMENT DIVISION (SRED)

- ▶ Enforces SRA sugar policies, rules & regulations pertaining to production (and importation), withdrawals and disposition of sugar (and sugar by-products) in operating sugar mills and refineries in Luzon & Mindanao, including ports for coastwise sugar movement.

**REGULATION DEPARTMENT
Sugar Transaction Division—Luzon/Mindanao**

Issuance of Certificate of Exchange Authority (CEA) on Regular Swapping /Advance Swapping/ Replenishment of Classes of Sugar



Requirements:

- Letter of application
- Affidavit as to the ownership of sugar
- Physical sugar-quedan/s
- List of quedan-permit/s arranged chronologically per mill district and with page total

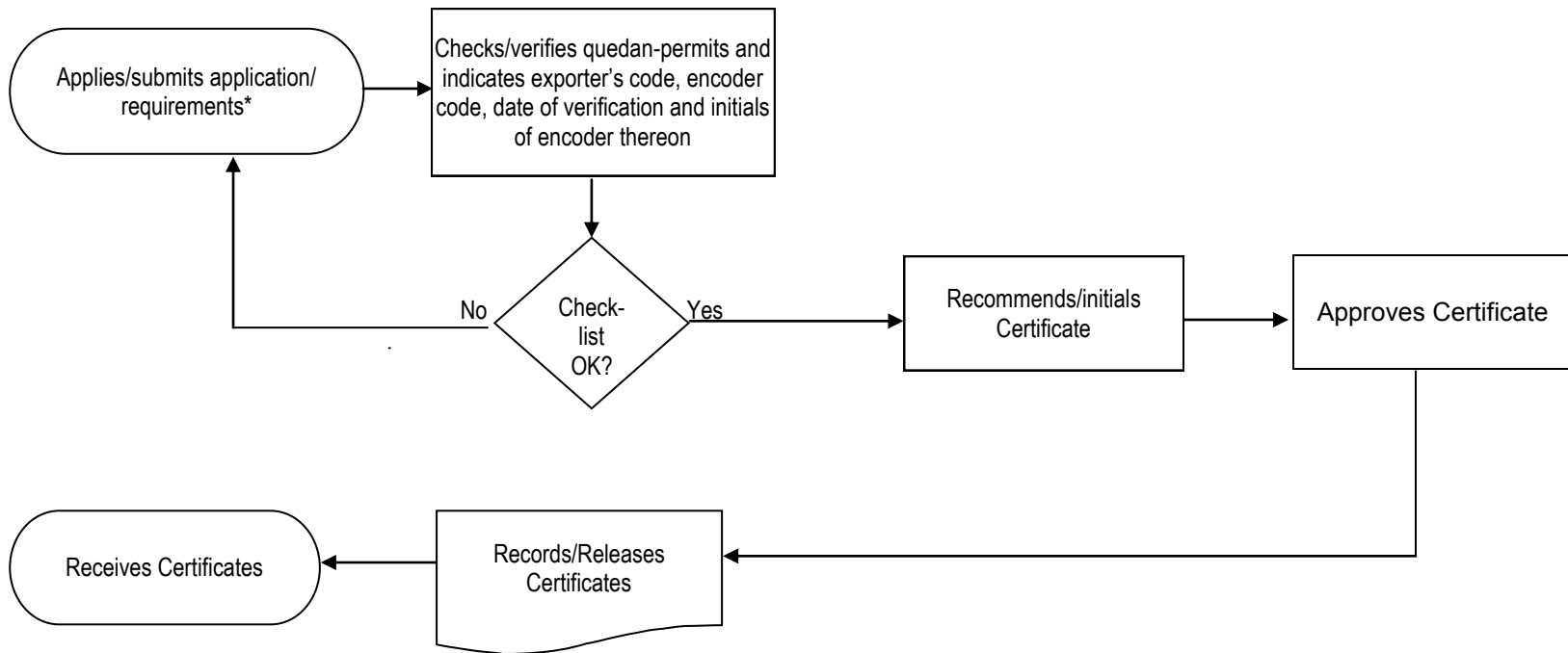
Note:

^a - Collection of the revised rate of increase is hereby deferred pending approval by the Department of Agriculture. Meantime, the old rate of fees and charges as provided for in General Administrative Order No. 1 and General Administrative Order No. 1-A, both Series of 2001-2002 and General Administrative Order No. 1, Series of 2002-2003 shall be collected.

**REGULATION DEPARTMENT
Sugar Transaction Division—Luzon/Mindanao**

Issuance of Certificate of Verified “A” Export Sugar

Exporter	Sugar Transaction Division	Manager III	Administrator/ Deputy Administrator
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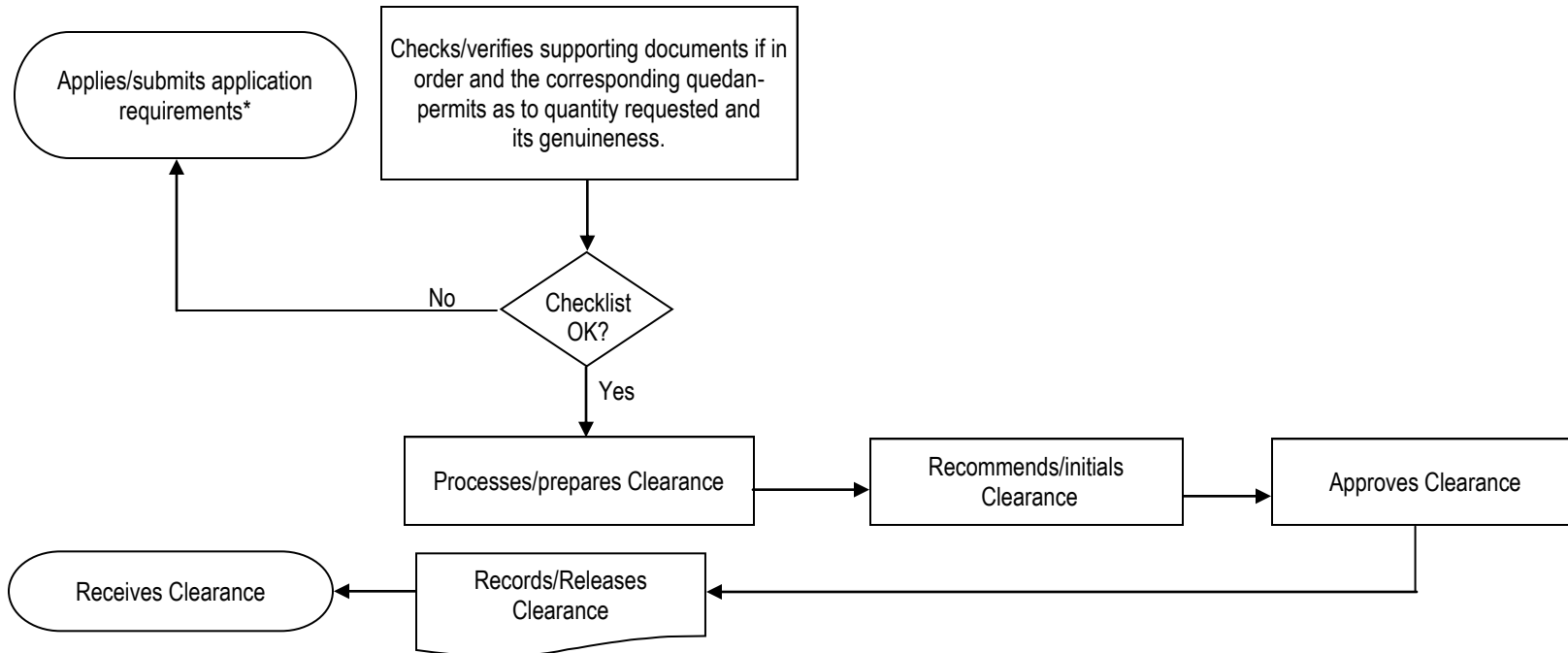
Requirements*:

- Letter of application
- Physical quedan-permits
- List of quedan-permits arranged chronologically per mill district/s and with page total

**REGULATION DEPARTMENT
Sugar Transaction Division—Luzon/Mindanao**

Issuance of Clearances for Withdrawal / Inloading / Outloading of Export Sugar Shipment

Exporter	Sugar Transaction Division	Manager III	Administrator/ Deputy Administrator II
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Requirements*:

Letter of application stating the following:

- Total quantity in Lkg. & Metric Tons
- Port of loading
- Name of Vessel

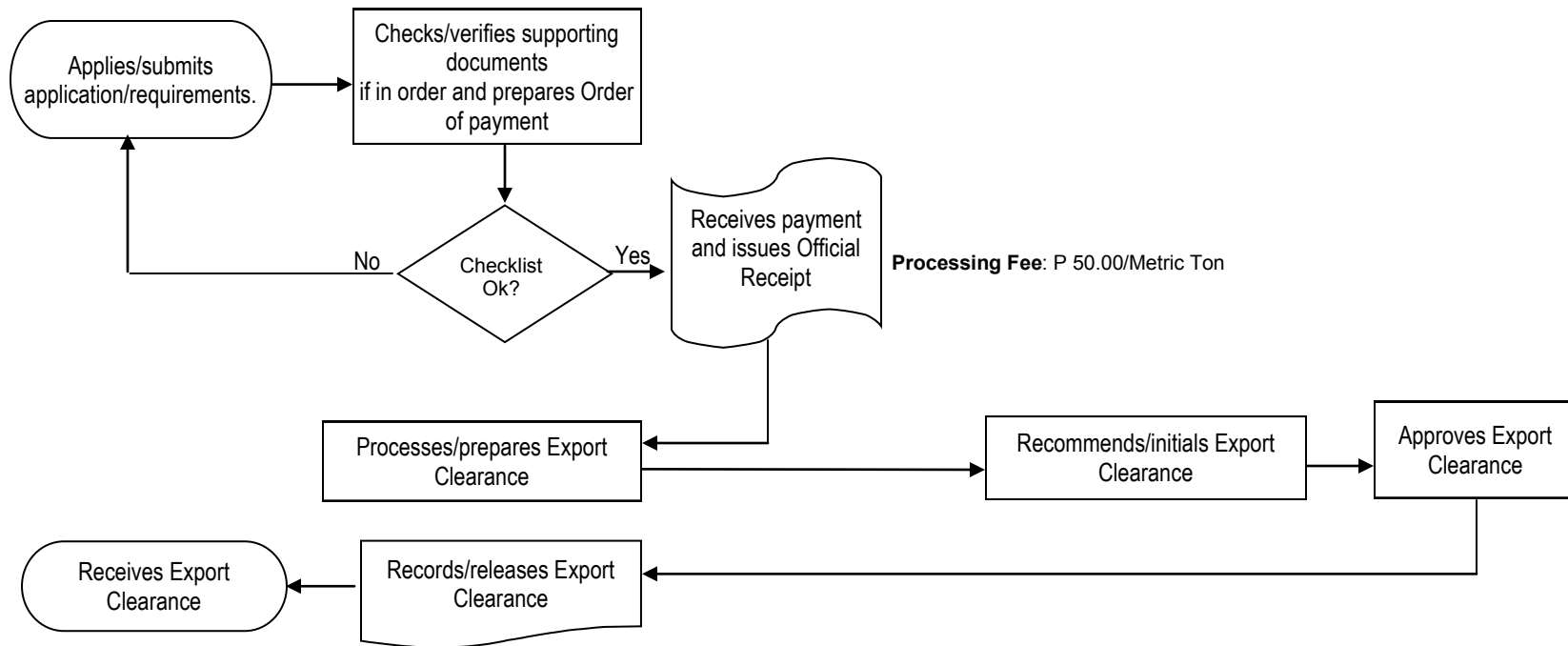
Physical quedan-permits

List of quedan-permits for each mill district arranged chronologically & with page total

REGULATION DEPARTMENT
Sugar Transaction Division—Luzon/Mindanao

Issuance of Sugar Export Clearance

Exporter	Sugar Transaction Division	Budget & Treasury Division	Manager III	Administrator/ Deputy Administrator II
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Requirements:

Letter application stating the following:

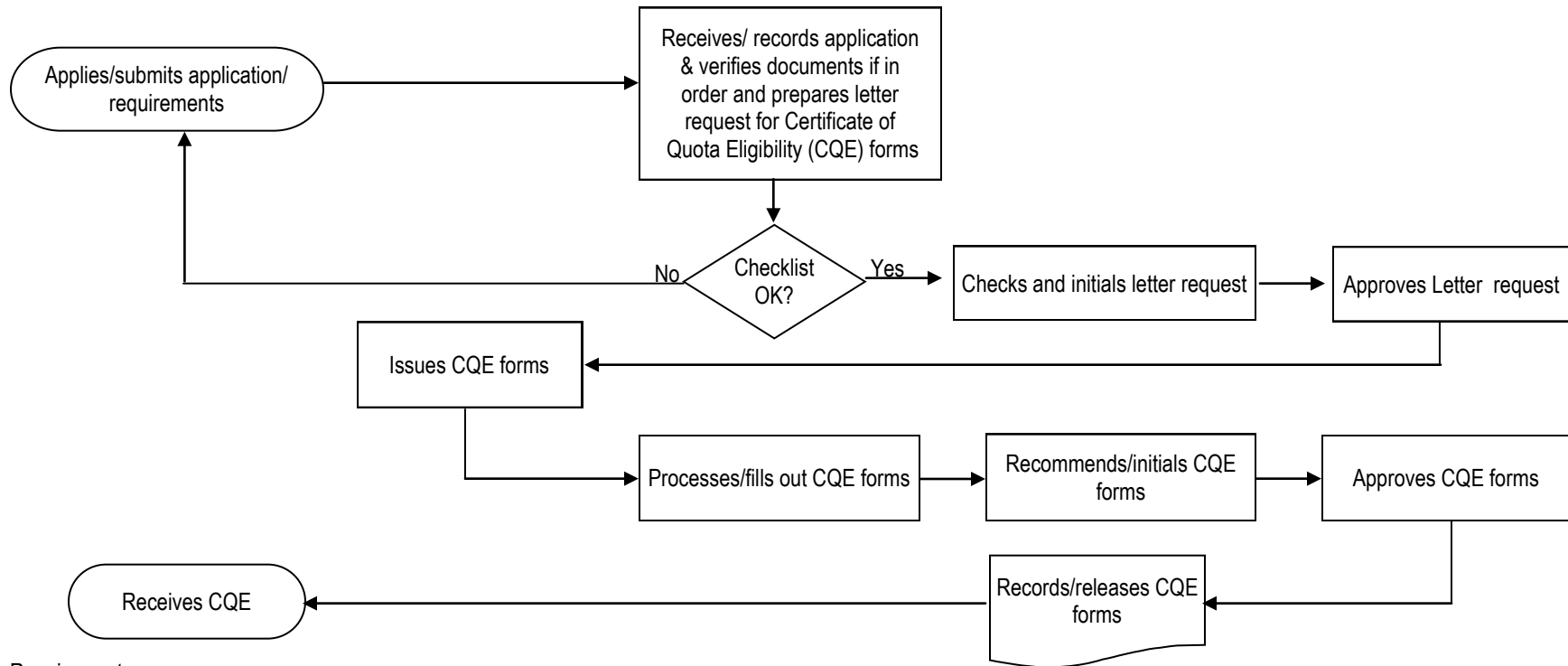
- Name of vessel
- Port of loading
- FOB Value in US\$/Total & Unit Value
- Quantity to be exported (in LKg/Metric Ton)

Duly accomplished Export Declaration

**REGULATION DEPARTMENT
Sugar Transaction Division—Luzon/Mindanao**

Issuance of Certificate for Quota Eligibility (CQE)

Exporter	United States Dept. of Agriculture (USDA)	Sugar Transaction Division	Manager III	Administrator/Deputy Administrator
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Requirements:

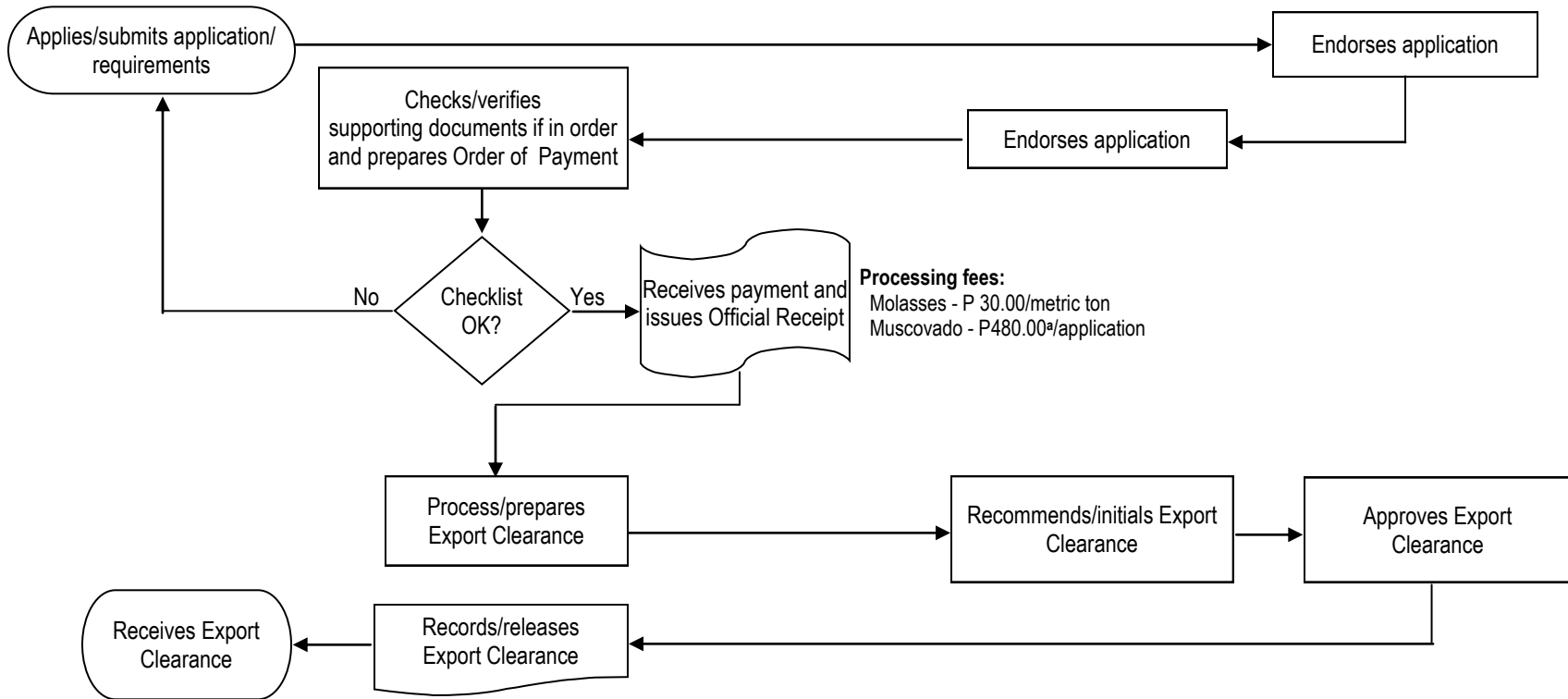
Letter application stating the following:

- Name of exporter
- Quantity to be exported (in MTCW & MTRV)
- Name of vessel
- Name and address of Consignee
- Expected date of departure at Philippine Port
- Expected date of arrival at U.S. port

REGULATION DEPARTMENT
Sugar Transaction Division—Luzon/Mindanao

Issuance of Molasses / Muscovado Clearance for Export

Exporter	Sugar Transaction Division	Budget & Treasury Division	Manager III	Administrator/ Deputy Administrator II
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Requirements:

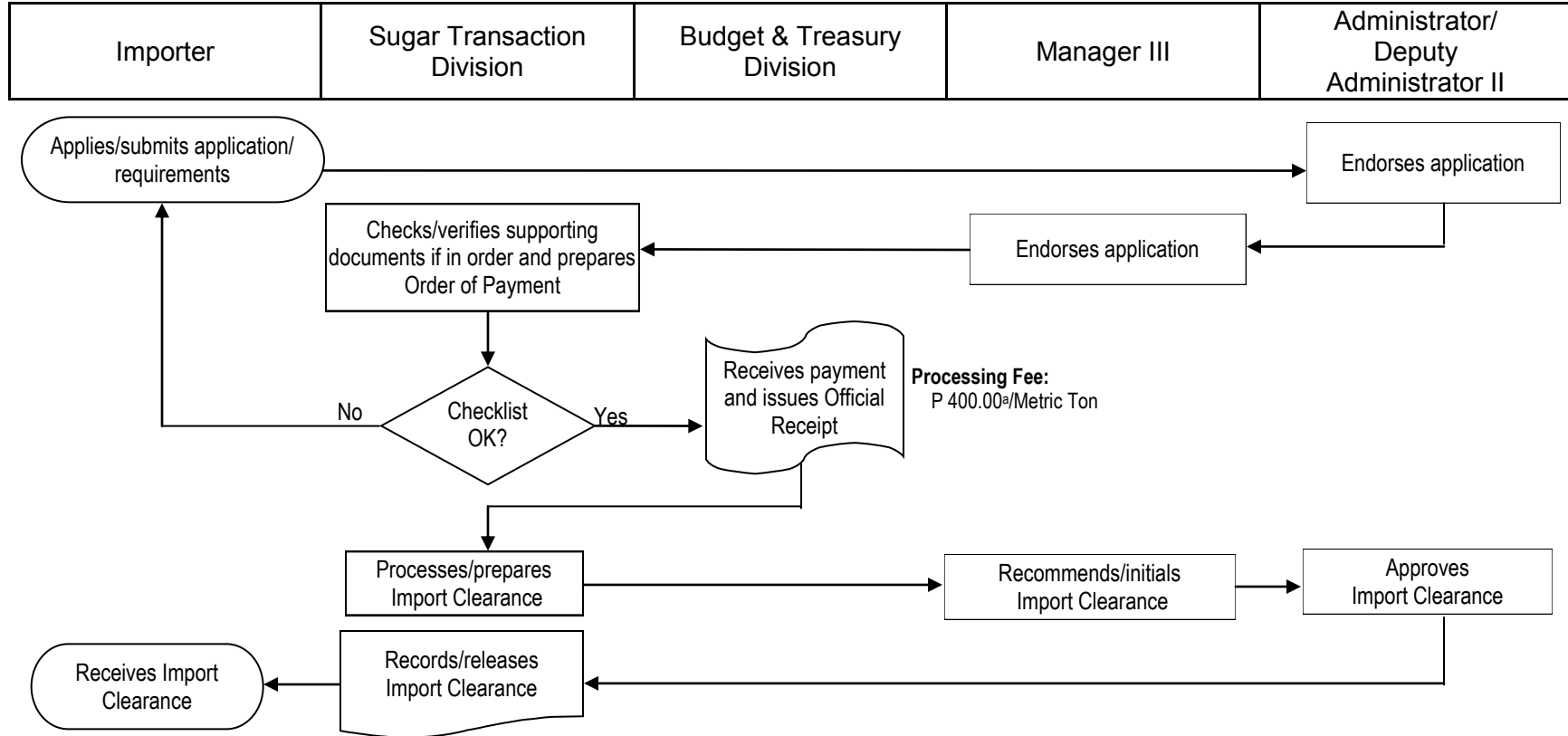
1. Letter of application
2. Sworn statement as to the ownership of the molasses/muscovado to be exported and its location
3. Export Declaration

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**REGULATION DEPARTMENT
Sugar Transaction Division—Luzon/Mindanao**

Issuance of Clearance for Imported Molasses



Requirements:

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| <p>a. Letter of Application stating the following:</p> <ul style="list-style-type: none"> - Name and address of importer - Port of origin - Quantity to be imported - Name of vessel - Country of origin - Bill of lading number - Purpose of importation - FOB Value (In U.S. \$) | <p>b. Documents to be submitted:</p> <ul style="list-style-type: none"> - Certified true copy of Bill of Lading - Commercial Invoice |
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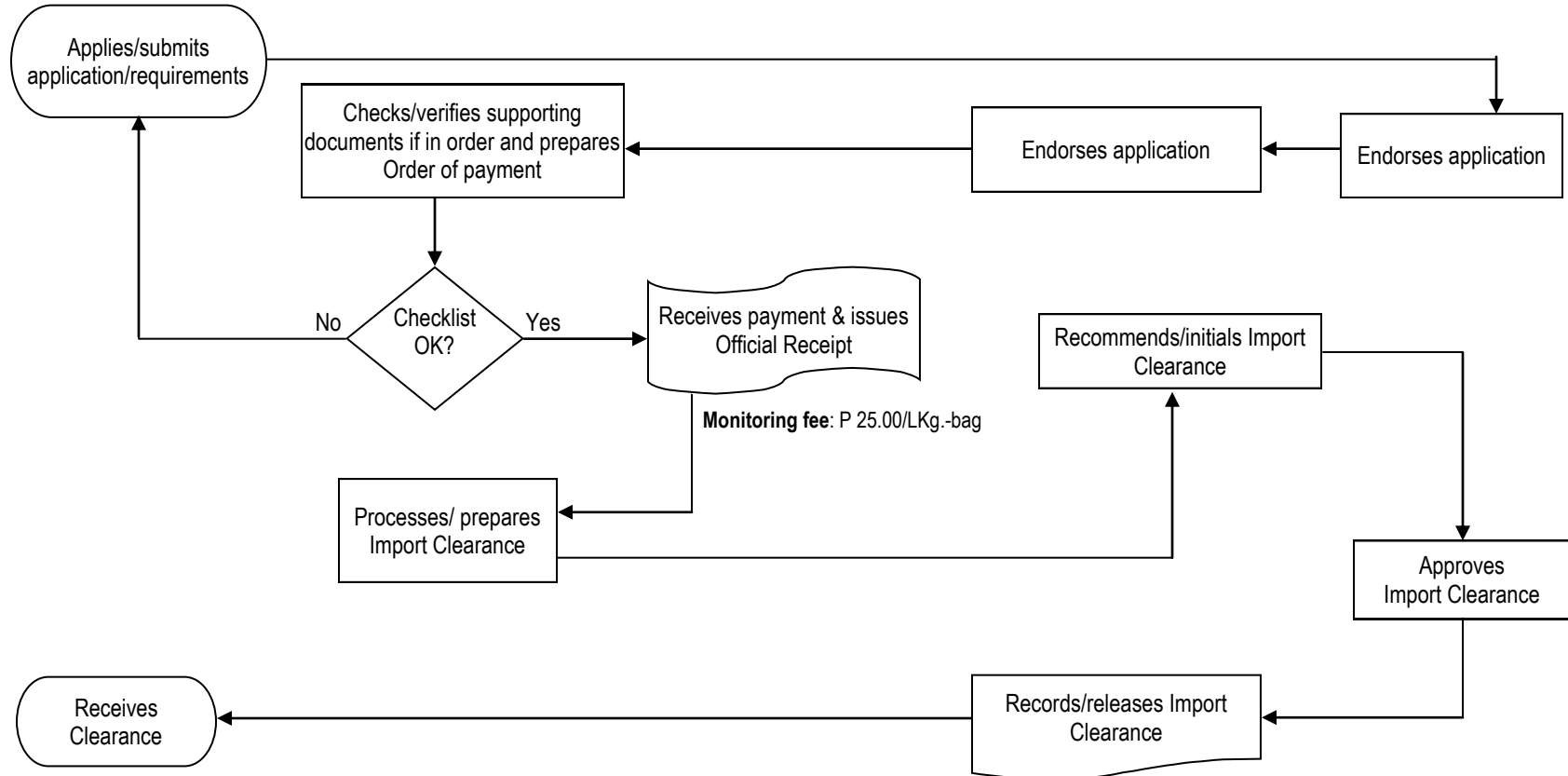
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REGULATION DEPARTMENT
Sugar Transaction Division—Luzon/Mindanao

Issuance of Clearance for the Release of Imported Sugar (Regular)

Importer	Sugar Transaction Division	Budget & Treasury Division	Manager III	Administrator/ Deputy Administrator II
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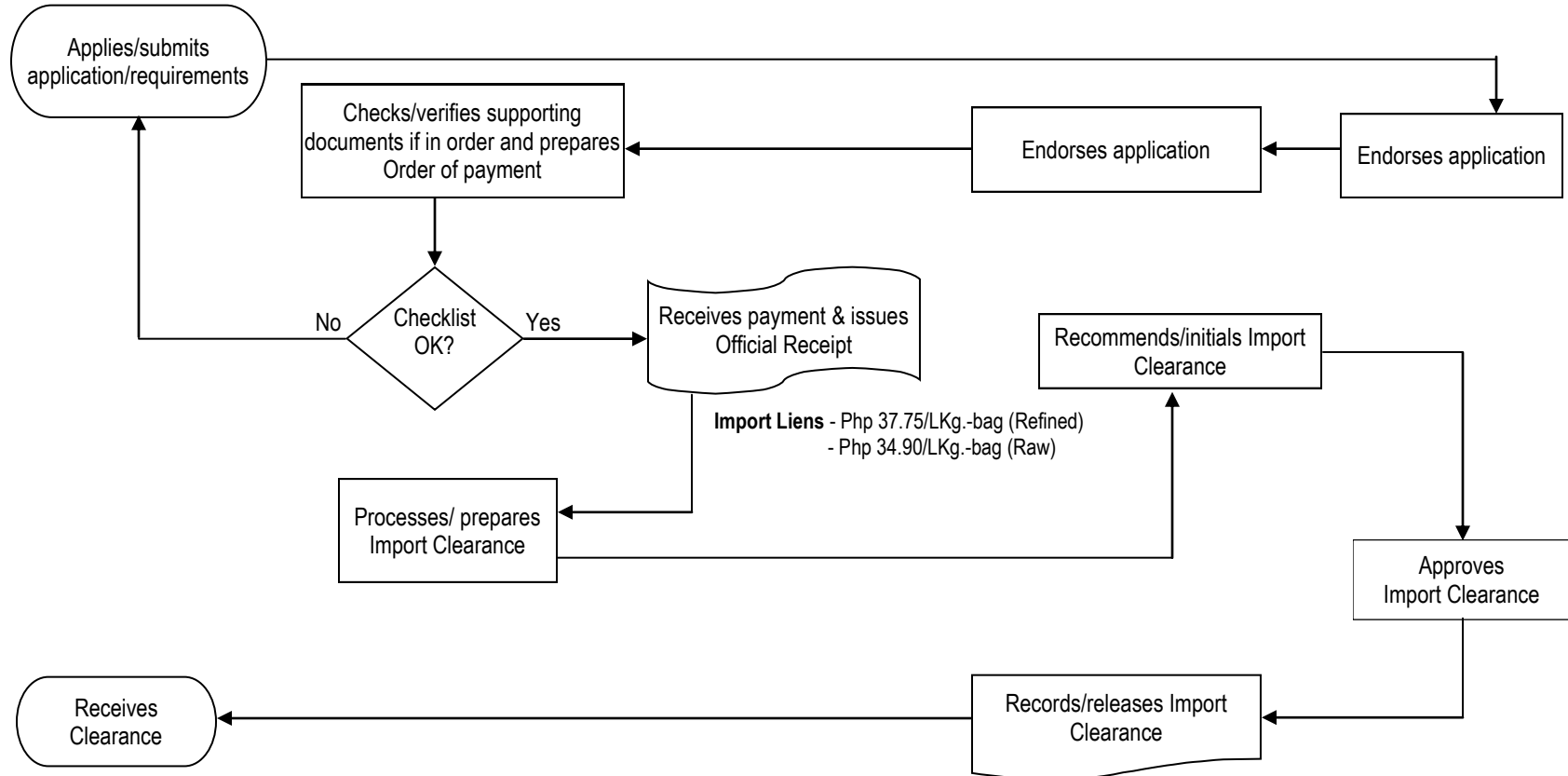
Requirements:

- Letter of application
- Bill of Lading
- Commercial Invoice
- Packing list

REGULATION DEPARTMENT
Sugar Transaction Division—Luzon/Mindanao

Issuance of Clearance for Minimum Access Volume (MAV) /National Food Authority (NFA) Importation (Food Processors)

Importer	Sugar Transaction Division	Budget & Treasury Division	Manager III	Administrator/ Deputy Administrator II
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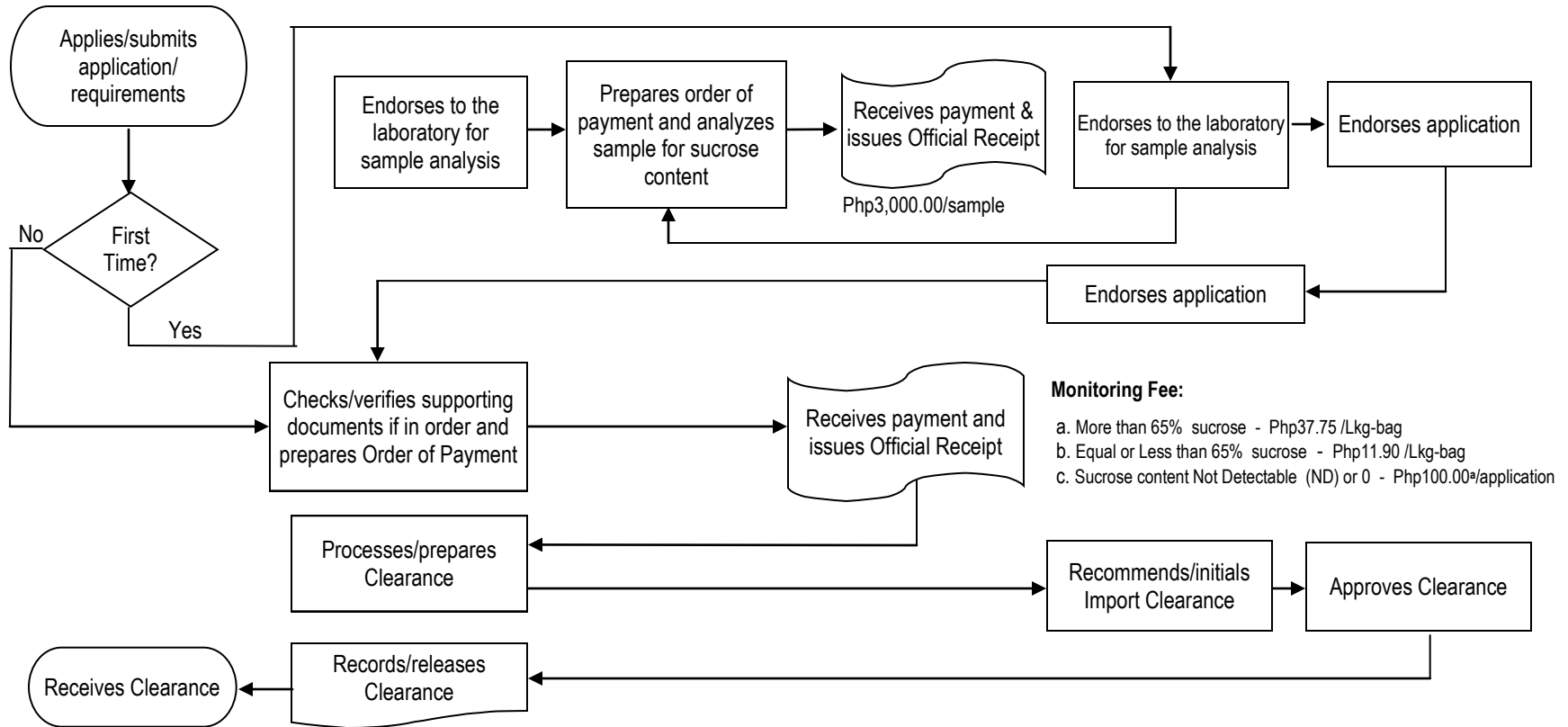
Requirements:

- Letter of application
- Bill of Lading
- Commercial Invoice
- Packing list

**REGULATION DEPARTMENT
Sugar Transaction Division—Luzon/Mindanao**

Issuance of Premix Commodity Release Clearance (PCRC)

Importer	Sugar Transaction Division	SRA Laboratory	Budget & Treasury Division	Manager III	Administrator/ Deputy Administrator II
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Monitoring Fee:

- a. More than 65% sucrose - Php37.75 /Lkg-bag
- b. Equal or Less than 65% sucrose - Php11.90 /Lkg-bag
- c. Sucrose content Not Detectable (ND) or 0 - Php100.00^a/application

Requirements:

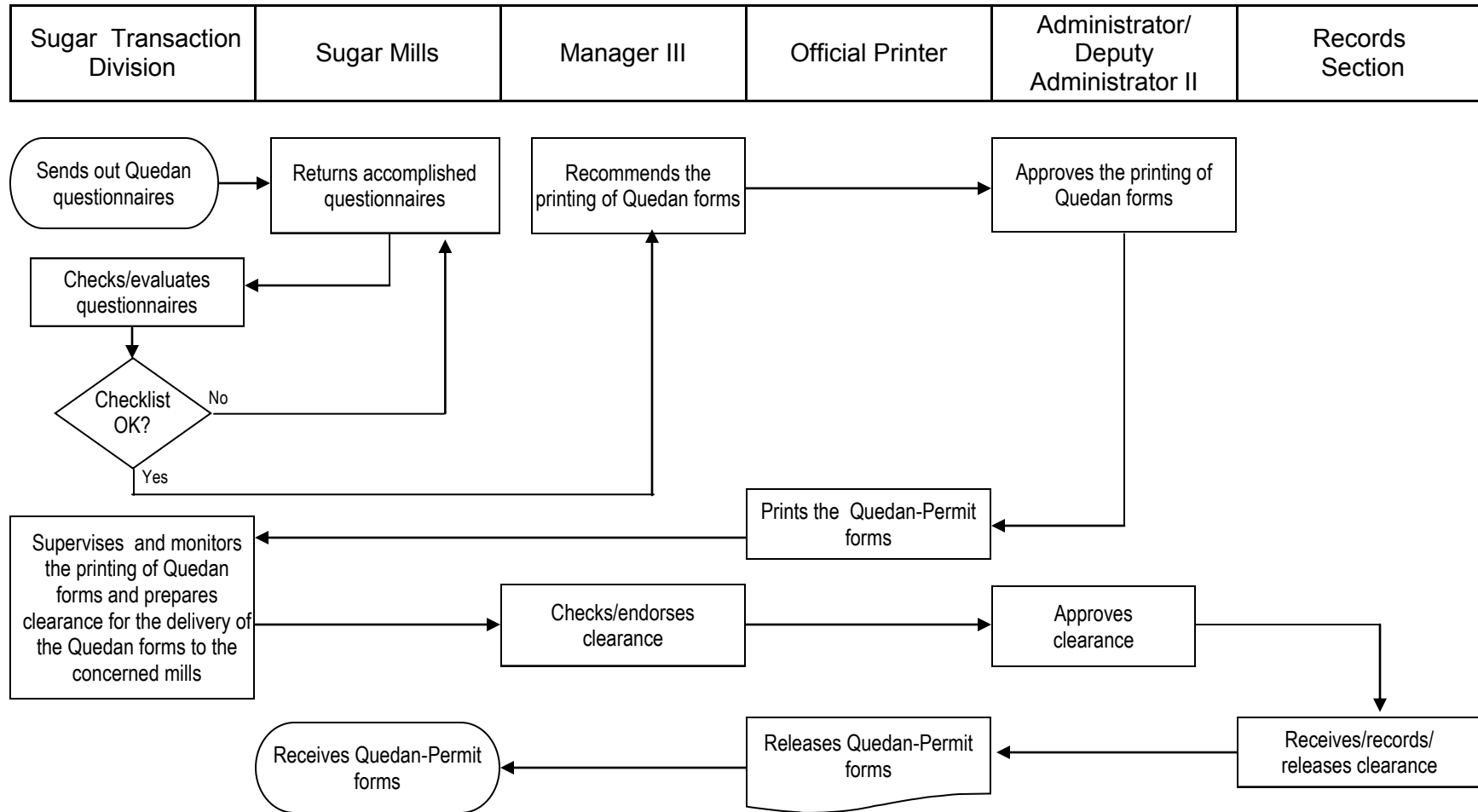
- Letter application
- Bill of Lading
- Packing List
- Commercial Invoice
- Import Entry
- Temporary Assessment Notice (ASYCUDA)

Note:

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REGULATION DEPARTMENT
Sugar Transaction Division—Luzon/Mindanao

Issuance of Clearance to Release Sugar Quedan Forms



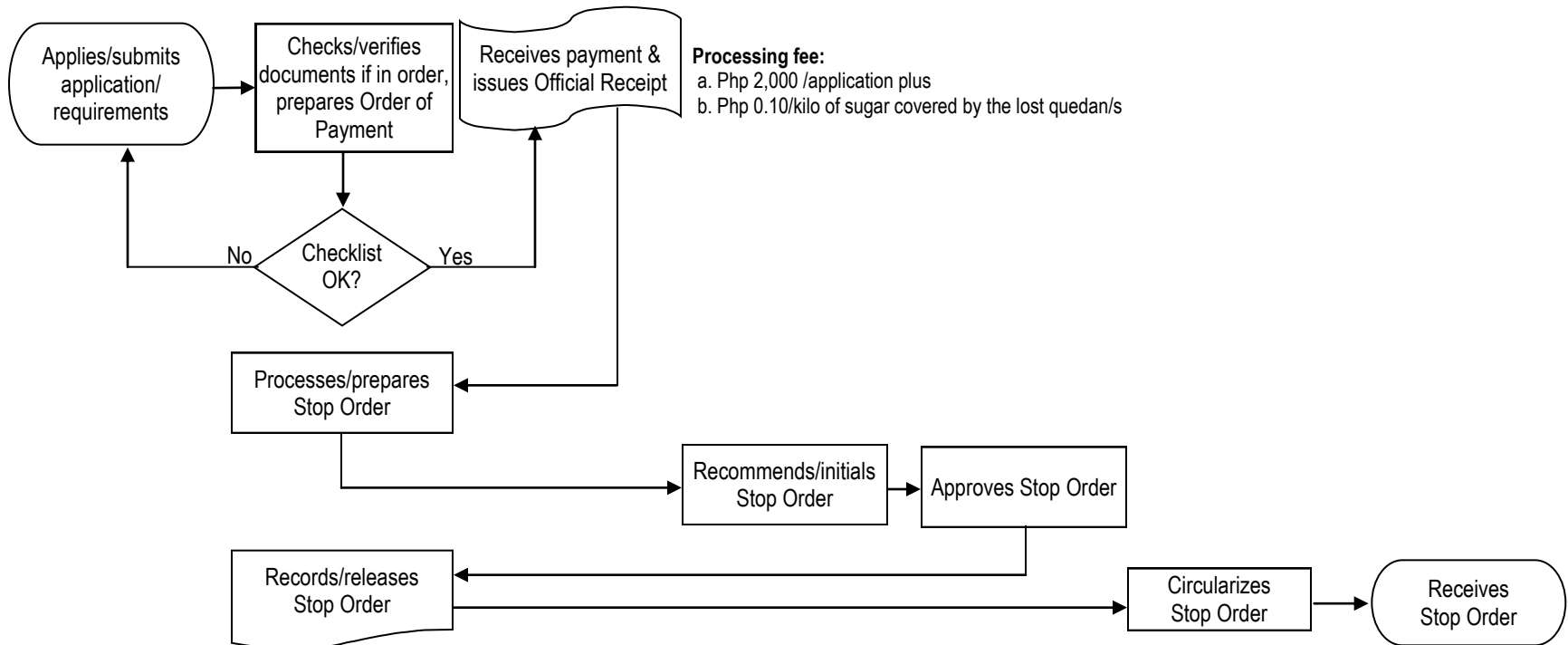
Requirements:

- Accomplished questionnaire of the mill district
- Accounting reports of Quedan- Permit forms issued last crop year
- Milling License / Refinery License

REGULATION DEPARTMENT
Sugar Transaction Division—Luzon/Mindanao

Issuance of Stop Order for Lost Sugar Quedan/s and Molasses Certificate/s

Quedan Owner/Holder	Sugar Transaction Division	Budget & Treasury Division	Manager III	Administrator/ Deputy Administrator II	Records Section	Mills/Banks/ Traders, etc
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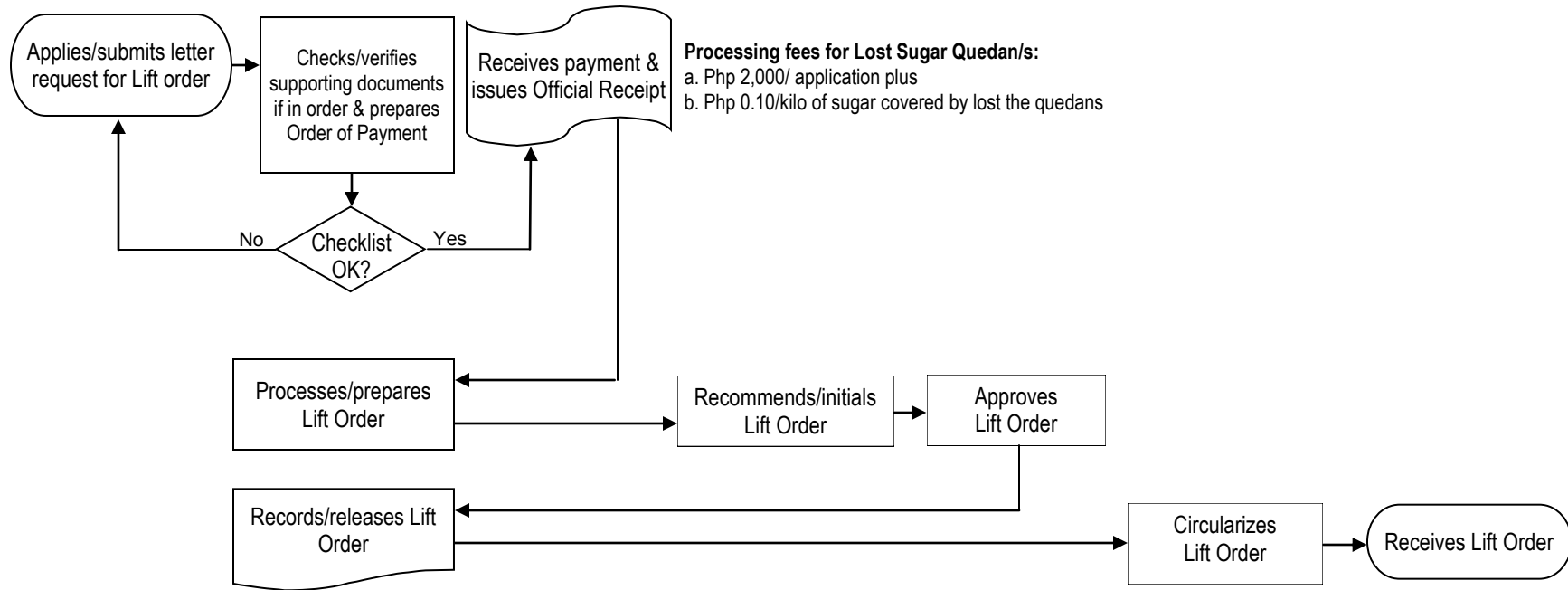
Requirements:

- Letter request for Stop Order issuance
- Affidavit of loss stating the following
 - a. Circumstances of the loss
 - b. Serial no. of lost sugar Quedan/s or molasses certificate
 - c. Quantity covered by lost sugar Quedan/s or molasses certificate
 - d. Crop year of Quedan or molasses certificate was issued
 - e. Mill company concerned
 - f. Certificate of the mill company concerned

REGULATION DEPARTMENT
Sugar Transaction Division—Luzon/Mindanao

Issuance of Lift Order for Lost Sugar Quedan/s and Molasses Certificate/s

Quedan Owner/Holder	Sugar Transaction Division	Budget & Treasury Division	Manager III	Administrator/ Deputy Administrator II	Records Section	Mills/Banks/ Traders/etc.
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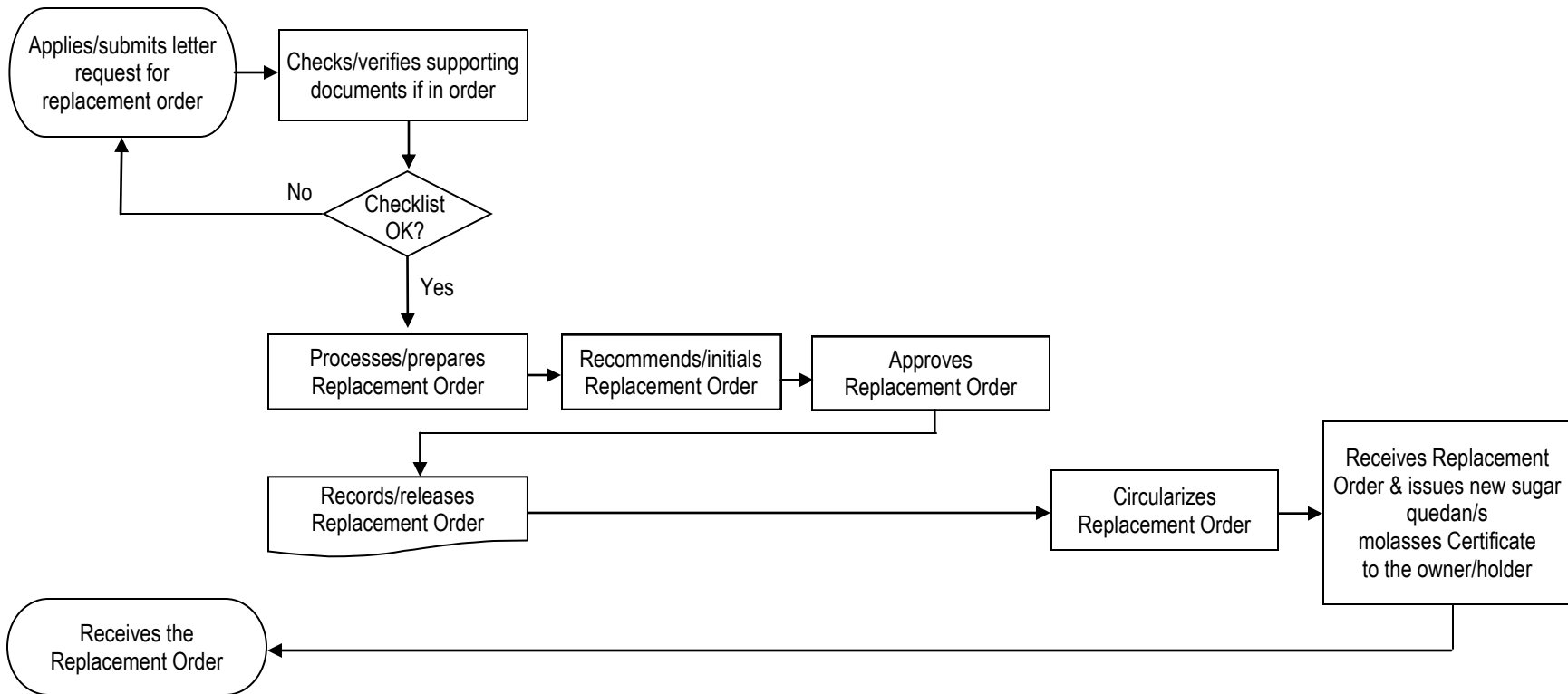
Requirements:

- Letter request for Lift Order issuance
- Affidavit of loss stating the following:
 - a. Circumstances of the loss
 - b. Serial no. of lost sugar quedan/s or molasses certificate
 - c. Quantity covered by lost sugar quedan/s or molasses certificate
 - d. Crop year of quedan/s or molasses certificate was issued
 - e. Mill company concerned
 - f. Certificate of the mill company concerned

**REGULATION DEPARTMENT
Sugar Transaction Division—Luzon/Mindanao**

Issuance of Replacement Order for Lost Sugar Quedan/s and Molasses Certificate/s

Quedan Holder/Owner	Sugar Transaction Division	Manager III	Administrator/ Deputy Administrator	Records Section	Sugar Mills
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Requirements:

- No claimant/s within 30 days period, Replacement Order will be issued.